

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**November 7, 2005**  
**6:30 P.M.**

**I. Call to Order**

**II. Invocation/Pledge of Allegiance**

**III. Adjustments/Approval of Agenda**

**IV. Public Comments**

**V. Approval of Consent Agenda**

**A. Minutes**

- 1) October 3, 2005 – Regular Meeting – 6:30 p.m. .... pg. 01-11
- 2) October 17, 2005 – Regular Meeting – 6:30 p.m. .... pg. 12-19
- 3) October 20, 2005 – Workshop – 1:00 p.m. .... pg. 20-22

**B. Finance ..... pg. 23-31**

FY 2004-2005 budget amendment and Amended Capital Project Ordinance requests:

1) General Fund Amendment 26

Insurance Refund Increase \$8,258

A request is made to appropriate funds received from the insurance company to replace damaged items. There are no additional county funds involved in this amendment.

2) Sewer Fund Amendment 3

Insurance Refund Increase \$515

The County received \$515 from the insurer for reimbursement of property damage. The department requests to appropriate the funds to the NEBRWWF for repairs to the superintendent's vehicle. There are no additional county funds involved in this amendment.

3) County Capital Reserve Amendment 7

Undesignated Project Funds Increase \$5,410

To replenish the undesignated project funds for a budgeted transfer to capital projects that was not needed. There are no additional county funds involved in this amendment.

4) County Capital Reserve Amendment 8

Undesignated Project Funds Increase \$6,360

To replenish the undesignated project funds for a budgeted transfer to capital projects that was not needed. There are no additional county funds involved in this amendment.

5) Enterprise Capital Reserve Amendment 8

Southport Elevated Tank Project Increase \$7,170

Enterprise Capital Project Amendment 10

Transfer From Enterprise Capital Reserve Decrease \$7,170

To correct budget amendment that was not necessary and to restore funds to capital reserve. In addition the project ordinance is amended for the revised project budget. There are no additional county funds involved in this amendment.

6) County Capital Project Fund Amendment 7

Transfer from County Capital Reserve Decrease \$5,410

Sales Tax Refunds Revenue Increase \$8,842

To replenish County Capital Reserve Funds not needed in the project and appropriate sales tax refunds for county parks improvements. Approval is requested for the budget amendment and the corresponding project ordinance. There are no additional county funds involved in this amendment.

7) County Capital Project Fund Amendment 8

Transfer From County Capital Reserve Decrease \$6,360

To reduce the county capital project for funds appropriated from the county capital reserve not needed in the Building E projects. Approval is requested for the budget amendment and the corresponding project ordinance. There are no additional county funds involved in this amendment.

8) Health Fund Amendment 9

Senior Health – Health Escrow Increase \$52,800

The Health Department is in the process of renovating a portion of Building A, formally occupied by the Economic Development Commission, to better serve the adult citizens of Brunswick County. The department is currently providing services through the mobile unit in the Senior Health Program. In order to expedite the renovations, the Board of Health approved to reimburse the County Operations Department for overtime pay and subcontract costs. The Operations Department submitted a cost estimate of \$52,800 which was approved by the Board of Health on October 10, 2005. The Health Department requests an amendment to appropriate Health Escrow funds to the Senior Health program for repair and maintenance to buildings. There are no additional county funds involved in this amendment.

9) Enterprise Capital Reserve Fund Amendment 9

Transfer To Enterprise Capital Project Fund \$3,600

Enterprise Capital Project Fund Amendment 11

Transfer From Enterprise Capital Reserve Increase \$3,600

Waccamaw Waterline Project 418235 Decrease \$3,600

An invoice was received for grant administration work performed for the Waccamaw Waterline Project from Skip Green. Funds were set aside in the Enterprise Capital Reserve for this project. It is requested that \$3,600 be appropriated from the reserve to the project for the grant administration costs and the project ordinance be amended to reflect the revised project appropriation. There are no additional county funds involved in this amendment.

10) General Fund Amendment 28

Fund Balance Appropriated Increase \$543,869

Special School Capital Reserve Fund Amendment 1

Transfer From General Fund Increase \$543,869

Ad Valorem tax collections for the fiscal year 2004-2005 and prior years' levies were in excess of amounts budgeted for Brunswick County Schools under the funding agreements in place at the respective times by \$2,322,705 for the fiscal year ending June 30, 2005. On May 16, 2005 the Board of Education requested an advance of the projected FY 04/05 excess in the amount of \$1,695,170 for construction costs at the Brunswick Academy. A

correction to prior appropriations made at an incorrect rate is necessary in the amount of \$83,666 which will reduce the amount due to the special school capital reserve fund. The requested budget amendment will transfer the remainder of the amounts due to Special School Capital Reserve Fund of \$543,869 (\$2,322,705 less \$1,695,170 and less \$83,666) of funds that accumulated in the general fund balance at the end of the fiscal year to the Special School Capital Reserve Fund. There are no additional county funds involved in this amendment.

11) School Capital Reserve Fund Amendment 2

Fund Balance Appropriation Increase \$1,045,314

The Board of Education's Category I Capital Projects originally budgeted from local options sales tax funds that were not completed as of June 30, 2005 totaled \$1,045,314. The Board of Education requested the appropriation of the funds for the 2005-2006 year so that the projects may continue. There are no additional county funds involved in this amendment.

12) Special School Capital Reserve Fund Amendment 2

Fund Balance Appropriation Increase \$2,153,097

The Board of Education's Category I Capital Projects originally budgeted from ad Valorem funds that were not completed as of June 30, 2005 totaled \$2,153,097. The Board of Education requested the appropriation of the funds for the 2005-2006 year so that the projects may continue. There are no additional county funds involved in this amendment.

13) School Capital Project Fund Amendment

Transfer From School Capital Reserve Fund \$1,045,314

Transfer From Special School Capital Reserve Fund \$2,153,097

The Board of Education requested the rollover of funds appropriated for capital projects that remained unspent for the Category I Capital Outlay projects that were originally budgeted. It is requested that the capital project ordinance be amended for the appropriation. There are no additional county funds involved in this amendment.

14) School Capital Reserve Fund Amendment 3

Fund Balance Appropriated Decrease \$2,086,564

To correct a budget amendment for the school 2005-2006 Category I capital outlay project budget that was not necessary as funds were approved in the original budget ordinance. This amendment will eliminate the duplication. There are no additional county funds involved in this amendment.

15) Public Housing Fund Amendment 3

State Revenue Restricted Decrease \$482,852

Grant Project Fund Amendment 2

State Revenue Restricted Increase \$482,852

This amendment is a correction to the fund and department code for the CHAF grant. There are no county funds involved in this amendment.

16) General Fund Amendment 13

State Revenue Restricted Increase \$88,615

The departments request to roll forward state budget balances remaining at June 30, 2005 for expenditure in the current fiscal year. There are no county funds involved in this amendment.

- C. **Finance – FY 05/06 Local Option Sales Tax Collections Report** ..... pg. 32-34  
Receive the FY 05/06 Local Option Sales Tax Collections Report as information.
- D. **Finance – FY 05/06 Medicaid Expenditures Report**..... pg. 35-37  
Receive the FY 05/06 Medicaid Expenditures Report as information.
- E. **Resolution –Tri-Beach Volunteer Fire Department, Inc. Financing**..... pg. 38-39  
To approve the financing by Tri-Beach Volunteer Fire Department, Inc. for Fire Truck Project.
- F. **Road Petitions** ..... pg. 40-53
  - 1) SR-2 Resolution for Sea Holiday Street SW, in Holiday Ranches Subdivision
  - 2) SR-2 Resolution for Sykes Street SW, in W. A. Roach (Holiday Pines) Subdivision
- G. **Proclamation – Hunger and Homelessness Awareness Week**..... pg. 54-57  
To designate November 14 – 18, 2005 as Hunger and Homelessness Awareness Week in Brunswick County.
- H. **Department of Social Services – Legal Services Agreement** ..... pg. 58-63  
To approve a Legal Services Agreement with Elva Jess for the Department of Social Services.
- I. **Resolution in Support of I-74 Route Proposal** ..... pg. 64

#### VI. Presentation

- 1. **GFOA Award for Fiscal Year Ending June 30, 2004 – (Ann Hardy)** ..... pg. 65-66  
To present the GFOA Award for Fiscal Year Ending June 30, 2004 to the Finance Department.
- 2. **Proclamation – Military Personnel and Families Appreciation Day** ..... pg. 67-68  
To designate Veteran’s Day, November 11, 2005, as Military Personnel and Families Appreciation Day in Brunswick County.
- 3. **Carolina Shores North Homeowners Association**..... pg. 69-71  
To request that the County proceed with Special Assessment District #22 for the expansion of sewer and water into the area.

#### VII. Public Hearing

- 1. **Planning – Map Amendment Z-05-08**..... pg. 72-82

#### VIII. Administrative Report

- 1. **Planning – Map Amendment Z-05-08 – (Leslie Bell)**..... pg. 83-88  
Staff recommends that the Board of Commissioners approve Second Reading for Map Amendment Z-05-08.
- 2. **Planning – Map Amendment Z-05-09 – (Leslie Bell)**..... pg. 89-105  
Staff recommends that the Board of Commissioners approve First Reading for Map Amendment Z-05-09 and set a Public Hearing for December 5, 2005 at 6:30 p.m.
- 3. **Finance – Comprehensive Annual Financial Report for FY 04/05 – (Ann Hardy)** ..... pg. 106-107  
Staff recommends that the Board of Commissioners accept the Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2004-2005 as presented.
- 4. **Finance – Independent Auditors’ Reports for Fiscal Year 04/05 – (Martin Starnes & Assoc.)** .. pg. 108-109  
Staff recommends that the Board of Commissioners accept the Independent Auditors’ Reports for Fiscal Year 2004-2005 as presented.
- 5. **Board of Education – Lease of Modular Units - (Steve Miley)** ..... pg. 110-127  
Staff recommends that the Board of Commissioners approve a lease for modular units.

6. **GIS – Proposed Street Names – (Steve Randone)**..... pg. 128-131  
Staff recommends that the Board of Commissioners approve First Reading and set a Public Hearing for November 21, 2005 at 6:30 p.m. for the proposed street name.
7. **Public Housing – 2006 Urgent Repair Program – (Vonnie Fulwood)** ..... pg. 132-144  
Staff recommends that the Board of Commissioners approve the application for funding for the 2006 Urgent Repair Program, which requires a \$15,000.00 match from the County, upon approval of the grant.
8. **Public Housing – 2005 CHAF Grant - Legal Services – (Vonnie Fulwood)**..... pg. 145-151  
Staff recommends that the Board of Commissioners award the legal services contract for the 2005 Crises Housing Assistance Contract to the McGee Law Firm.
9. **Public Housing – Housing Coordination Task Force and Strategy – (Vonnie Fulwood)** ..... pg. 152-160  
Staff recommends that the Board of Commissioners approve the Housing Coordination Task Force and Housing Coordination Strategy and Resolution of Commitment.
10. **Cooperative Extension – Equity Salary Match – (Steve Stone)**..... pg. 161-164  
Staff recommends that the Board of Commissioners approve an equity salary match as requested retroactive to July 1, 2005.
11. **Emergency Services – Smartlink Agreement – (Randy Thompson)** ..... pg. 165-177  
Staff recommends that the Board of Commissioners approve the Public Safety Infrastructure Enhancement Agreement between SmartLink Radio Networks, Inc. and Brunswick County.
12. **Engineering – Engineering Contract – 2005 CIP – (Jeff Phillips)** ..... pg. 178-183  
Staff recommends that the Board of Commissioners approve a contract agreement with HDR Engineering for engineering services for the 2005 Capital Improvement Projects and the associated Budget Amendment.
13. **Public Utilities – Water Master Plan Contract – (Jerry Pierce)**..... pg. 184-197  
Staff recommends that the Board of Commissioners approve a contract with Hazen and Sawyer Consulting Engineers in the amount of \$72,900 for the Water Master Plan project.
14. **Public Utilities – Bell Swamp Surge Tank Project- Change Order No. 2 — (Jerry Pierce)** ..... pg. 198-201  
Staff recommends that the Board of Commissioners approve Change Order No. 2 in the amount of \$17,927.40 for changes in the Bell Swamp Surge Tank Project.
15. **Public Utilities – Contract – Sea Trail- Carolina Shores – (Jerry Pierce)** ..... pg. 202-218  
Staff recommends that the Board of Commissioners approve a contract with HDR Engineering, Inc., in the amount of \$99,900.00, for improvements to the Carolina Shores and Sea Trail Wastewater Treatment Plants.
16. **Public Utilities – Town of Oak Island – Sewer Service Agreement – (Jerry Pierce)** ..... pg. 219-241  
Staff recommends that the Board of Commissioners approve a Sewer Service Agreement between Brunswick County and the Town of Oak Island contingent upon the effluent disposal capacity of the 770 acre site being a minimum of 900,000 gpd.
17. **Public Utilities – Town of Oak Island – Memorandum of Understanding – (Jerry Pierce)** ..... pg. 242-246  
Staff recommends that the Board of Commissioners approve the Memorandum of Understanding between Brunswick County and the Town of Oak Island for 1,000,000 GPD of Interim Wastewater Treatment Capacity
18. **Town of Sunset Beach - Stormwater Regulations Interlocal Agreement – (Marty Lawing)**..... pg. 247-252  
Staff recommends that the Board of Commissioners approve an Interlocal Agreement between Brunswick County and the Town of Sunset Beach for the administration of Stormwater Management Regulations.
19. **City of Boiling Spring Lakes - Stormwater Regulations Interlocal Agreement – (Marty Lawing)** pg. 253-260  
Staff recommends that the Board of Commissioners approve an Interlocal Agreement between Brunswick County and the City of Boiling Spring Lakes for the administration of Stormwater Management Regulations.

20. **Sewer Transmission Line Reimbursement Agreement – (*Marty Lawing*)** ..... pg. 261-268  
Staff recommends that the Board of Commissioners approve a Sewer Transmission Line Reimbursement Agreement between Brunswick County and Landhandlers Management Group, LLC.

**IX. Board Appointments**

1. Board of Health (3 Appointments) ..... pg. 269  
2. Brunswick Hospital Authority (1 Appointment) ..... pg. 270  
3. Appointment of Local Firemen’s Relief Fund Trustees ..... pg. 271

The NC Rural Fire District Report of Fire Conditions is required annually by N.C. G.S. 58-84-46. The fire departments have submitted the names of the following nominations to be appointed by the County Commissioners as Firemen’s Relief Fund Trustees. Approval of the nominations is requested:

Boiling Spring Lakes – Joe Yalch and Raymond Farwell

Calabash – Jennings Edge and Warren Howell

Grissettown Longwood – Dennis Jordan and Sheila Umbright

Leland – John Crowder and V.A. Creech

Northwest – James Knox and Copelen Taylor

Ocean Isle Beach – Corby Tew and Buddy Russell

St. James Rural – Bill Hurcomb and Paul Maguire

Shallotte Point – Sara McCullough and Maurice Hawes

Shallotte Rural – Mike Potts and Buddy Causey

Sunset Beach Rural – Fenwick Loomer and Robert Gallick

Sunset Harbor Zion Hill – Tom Yeagle and Shirley Hinson

Supply – Al Parker and Joe Moorefield

Tri-Beach – William Todd and John Ballenger

Waccamaw – Violet Smith and Robert Armour

Winnabow – John Henry and Glenn Kye

Yaupon Beach Rural – Jean Yates and Linda Bethune

**X. County Attorney’s Report** .....pg. 272-280

1. **Deed of Dedication and Affidavit – Meadowlands, Phase I**  
To approve the proposed addition to the utility system.  
2. **Closed Session**

**XI. Other Business/Informal Discussion**

**XII. Adjournment**